

CHP Renewal Requirements

- You may renew up to 120 days (4 months) prior to your permit's expiration. *A renewal letter and application packet will be mailed to Larimer County permit holders within the renewal window.*
- Once you receive your renewal packet in the mail you must submit the following items in person at the Sheriff's Office Monday-Friday between 8am-4pm (except holidays):
 1. CHP Renewal application
 2. \$53 cash, credit card (fee), check, money order, or cashier's check payable to the Larimer County Sheriff's Office
 3. Notarized affidavit (provided in the renewal packet) stating that you are still qualified to possess a permit per the requirements of 18-12-203 (1a-g).
-a notary is available for your convenience

PLEASE NOTE: Before coming to the LCSO administration building you must check your body temperature. If you have a fever or any symptoms of COVID-19 (respiratory symptoms, fever, cough, shortness of breath or breathing difficulties) you must stay home. Also, you MUST wear a face covering and maintain a minimum of 6 feet distancing while inside the building or you will be asked to leave.

- There will be a \$12 late fee added to the renewal fee if your permit has expired. By law, if you do not renew within 6 months of your permit's expiration, your permit will permanently expire--no exceptions.
- A new photograph will be taken at the time you submit your renewal
- The average renewal processing time is usually 2-4 weeks. It may be longer if CBI is backlogged. Your new permit will be mailed to you. Your new permit will expire 5 years from the expiration date of your previous permit.

Please note that legislative changes were put into effect in 2014 regarding the Concealed Handgun Permit renewal process. If you move out of the county that issued your permit, you are required to renew your permit with the Sheriff in the county that you currently reside, own property, or where you rent/lease property for your business.

If you have questions, please contact the CHP Specialist at (970) 498-5157 or email mcdonoab@larimer.org.